

Employment Relations Board Quick E-Filing Guide

1. **Sign Up for an Account:** To use the ERB's e-filing system, you will first need to sign up for an account. To do so, simply follow the instructions on the page.
2. **File a New Request.** Once you are logged in, use the File a New Request button to initiate any new case or action, including unfair labor practice complaints, representation/election petitions, appeals under the State Personnel Relations Law, and conciliation services (mediation and training/facilitation).
3. **Select the Division for your Request.** You will be asked to select one of the following Divisions for your New Request: **Arbitrator; Board; Conciliation; Elections;** or **Hearings**. Use the chart as a guide (don't worry, if you select the "wrong" division, we will make the necessary adjustment on our end after reviewing your filing).

Arbitrator: Use this only if you are an arbitrator who is not currently on our Arbitrator panel, but wish to be. If you are an arbitrator currently on our panel, you just need to sign up for an account and you should be "matched" with the information in our system. **DO NOT SELECT** this if you are a party requesting a list of arbitrators. For that request, simply fill out the information here (<https://www.oregon.gov/erb/Pages/ArbList.aspx>) and select the Submit button.

Board: Use this to file a new matter **directly** to the Board. Such a filing might include a petition for a **declaratory ruling** or an **expedited** unfair labor practice complaint. For traditional, **non-expedited** unfair labor practice complaints, select the **Hearings** option. To file objections on a current matter already filed with the Board, select that case from your My Cases section of your Dashboard.

Conciliation: Use this to file a new request for mediation or training services.

Elections: Use this to file a new request concerning **union representation**, including card-check petitions for unrepresented employees, election requests, or unit clarification requests.

Hearings: Use this to file a new request that will typically be assigned to one of our Administrative Law Judges, including a new **unfair labor practice complaint** and a new **appeal** under the State Personnel Relations Law. ****Note**, if this is an unfair labor practice complaint, you will be directed to a payment option to pay the required \$300 filing fee. Your filing is not complete until the \$300 is paid. At this time, only ACH payments (*i.e.*, those using a checking account) can be processed through our e-filing system—**credit card payments are not currently supported**.

4. **Filing Methods:** Select the form that corresponds to your filing type and following the filing instructions specific to that form. eFile your completed form(s): unfair labor practice complaint, request for Conciliation services, or petition for representation or unit changes (with any attachments) via our online ***ERB Case Management System (CMS)**. You may also submit

your filing by email sent to ERB.Filings@ERB.Oregon.gov. Once submitted, you will receive an auto-reply email indicating that your case has been initiated, or if filed via ERB.Filings@ERB.Oregon.gov, you will receive a confirmation email that your filing was received. If you do not receive an auto-reply shortly after submitting your filing, please reach out immediately to ensure the filing was received/filed. To file an unfair labor practice complaint, you must submit a **\$300 fee with your filing.

*Filing through CMS is preferred. If you have questions about setting up an account or efilings with CMS, please contact ERB.FILINGS@ERB.oregon.gov.

**Please note that the filer is responsible for ensuring that the correct documents are properly filed. Any filing that requires a filing fee (such as an unfair labor practice complaint or answer) is not considered filed until payment is received.

***Note: ERB forms are fillable, however, information is not automatically saved. We suggest to download the form, complete the form and save it, to ensure information populates correctly when filed.

5. Review your Cases and Requests on your Dashboard. Once you've signed up for an account and submitted a filing request, you can go to your dashboard to review your cases and requests. When you initially submit a request, it will be vetted by agency staff and will appear in your Requests. If approved, the request will then move to your Cases. If denied, you will be provided a reason for the denial.

6. Manage your Cases. Once your case is active, use the system to upload and view any documents filed by you or the other party (excluding any confidential material).

7. Filing an Answer. If you are needing to file an answer to an already existing case agency staff will match/assign you to the case if you are not already matched/assigned. After you are matched/assigned to the case you may upload your answer. Once your file is vetted by agency staff they will immediately invoice you for \$300. Once this is paid your answer will be considered filed.